

**BYLAWS**  
**STATE EMERGENCY MEDICAL SERVICES COUNCIL**

**ARTICLE I**  
**PURPOSE**

The name of the Council shall be: State Emergency Medical Services Council, referred to in the remainder of these Bylaws as the “Council”.

The Council carries out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services. Such duties shall include but not be limited to recommending for adoption the following standards to the Director, Arizona Department of Health Services:

1. Establishment of statewide standardized training, certification, recertification standards for all classifications of emergency medical technicians (EMTs) and first responders.
2. Establishment of a standardized and validated testing procedure for all classifications of EMTs and first responders.
3. Establishment of medical standards for certification and recertification of training programs for all classifications of EMTs and first responders.
4. Establishment of standardized continuing education criteria for all classifications of EMTs and first responders.
5. Establishment of medical standards for certification and recertification of emergency receiving facilities including advanced life support (ALS) base hospitals, intermediate emergency medical technician base hospitals, and ALS systems hospitals.
6. Establishment of standards and mechanisms for monitoring and evaluation of performance levels of all classifications of EMTs, first responders and emergency receiving facilities.
7. Establishment of objective criteria and mechanisms for decertification of all classifications of EMTs, first responders, and emergency receiving facilities.
8. Establishment of medical standards for non-physician prehospital treatment and triage of patients requiring emergency medical services.
9. The council shall advise the Director on expenditures from the Emergency Medical Services Operating Fund (ARS § 36-2218.B).
10. Such other tasks as the Council may wish to address.

**ARTICLE II**  
**COUNCIL LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Department of Health Services and the Council. To that end, the Bureau Chief, Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee to be the Department's liaison to the Council.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Council and its committees as needed. He/she will be responsible for reporting to the Council on pending actions and/or issues which may be within the scope of consultative and advisory duties of the Council. The Bureau Chief, BEMS, or his/her designee shall be responsible for ensuring that the Director, ADHS, is informed of the Council recommendations and actions in a reasonable time frame.

### **ARTICLE III MEMBERS**

**Section 1.** Council Membership

The membership of this Council shall be composed as provided in ARS §36-2203.A.

**Section 2.** Term of Membership

Members of the Council shall be appointed for a term of three years.

**Section 3.** Compensation

Council members shall be eligible to receive compensation pursuant to ARS §38-611, pending the availability of funds.

**Section 4.** Voting

Each member of the Council shall be entitled to one vote when present at a meeting of the Council. No individual member shall cast more than one vote on the Council. Voting by proxy and/or alternate voter shall not be authorized.

**Section 5.** Vacancies

Vacancies shall be filled pursuant to ARS §38-211. The Chair shall be responsible for informing the Governor's Office of vacancies.

### **ARTICLE IV OFFICERS**

**Chair:** The Chair shall be the Medical Director for Emergency Medical Services, and shall perform the duties delegated by the Council and those prescribed by these bylaws and by the parliamentary authority adopted by the Council.

**Vice Chair:** The Vice-Chair of the Council will be selected by a majority of the members present and shall serve for a three year term (or until end of their current membership term), and shall serve as the Chair of the Council in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

### **ARTICLE V MEETINGS**

**Section 1.** Regular Meetings

The regular meetings of the Council shall be held not less than three times a year, at a time and place designated by the Chair.

**Section 2.** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair, or by written request of five (5) members of the Council and must comply with the Open Meeting Law, and will be ratified at the next meeting of the Council.

**Section 3.** Notice of Meetings

Council members shall be notified at least ten (10) days in advance of all Council meetings. A yearly schedule of regular Council meetings shall be made available to the Council members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available ten (10) days in advance of the Council meetings.

**Section 4.** Attendance

Regular attendance is expected of all Council members. If a member fails to attend three (3) consecutive meetings, a letter will be sent to the Governor asking for their dismissal from the Council.

**Section 5.** Quorum

A simple majority of the members of the Council in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Council and without consideration of vacant membership positions.

## **ARTICLE VI COMMITTEES**

**Section 1.** Establishment of Committees

Standing and special committees may be established by the Council or by the Chair with the approval of the Council. Unless otherwise provided by these bylaws, members of committees and their Chairs shall be appointed by the Chair of the Council with due concern for categorical and geographic representation appropriate to the specific duties of the particular committee. The Council Chair shall be an ex-officio member of all committees.

**Section 2.** Membership on Committees

Membership on standing and special committees need not be limited to members of the Council. However, the committee Chair and at least one additional member of a committee shall be members of the Council. A member of the Council may act as Chair if the regular committee Chair is absent.

**Section 3.** Guidelines for Standing Committees

Standing committees are appointed by the Council Chair. The Council will develop general guidelines for committee operating procedures and will define the scope and action, as well as goals and objectives of each committee. Additional goals and objectives may be assigned as necessary. Each committee will be responsible for reporting committee activity and action recommendations and receiving Council assignments at each meeting of the Council. The Chair of the Council shall be an Ex-Officio member of all standing committees. Standing committees shall include, but not be limited to:

- A. Executive Committee - This committee's primary responsibilities are evaluation and planning. This includes development of goals and objectives for the Council and its committees. The committee will consist of the Vice Chair of the EMS Council who will serve as Chair, chairs of all other standing committees, and one additional EMS Council member. The Chair of the Executive Committee may not be the Chair of another standing committee.
- B. Education Committee - This committee serves as the educational advisory group to the Council. It recommends training curricula for various training efforts as established by the Council.

- C. Rules Committee - This committee's primary responsibility is to continually review and recommend updates to the EMS rules and develop new rules requested by the EMS Council and make recommendations to the EMS Council.
- D. Budget Committee - This committee's primary responsibility is to make recommendations to the ADHS Director, through the EMS Council, on expenditures of monies in the EMS Operating Fund for funding local and state emergency medical services systems (monies in the Operating Fund are subject to annual legislative appropriation).

**Section 4.** Special Committees

Special committees may be established by the Council or by the Chair with approval of the Council. Special committees may be established when committee effort is indicated to conduct specialized investigative and advisory activities.

**ARTICLE VII  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

The Council will appoint a member to act as parliamentarian during meetings. It will be the parliamentarian's responsibility to ensure Council meetings are conducted following Robert's Rules of Order.

**ARTICLE VIII  
OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Council and its committees.

**ARTICLE IX  
MINUTES**

Minutes of each Council and Council Committee meetings will be recorded, and the Council shall have the right of review and correction of minutes of all meetings before publication and distribution.

**ARTICLE X  
MOTIONS**

All motions passed by this Council will be forwarded to the Director of the Arizona Department of Health Services for review and/or action.

## **ARTICLE XI AMENDMENTS**

These bylaws can be amended at any regular meeting of the Council by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved 11/21/97

Revised & Approved 1/23/98

Revised & Approved 3/24/00

Revised & Approved 6/22/01

Revised & Approved 10/25/02

Revised & Approved 10/24/03